



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO 80204

Reply to SP 94-C-48
Attn. of:

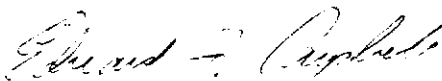
NOV 8 1993

Subject: Income Calculations for Determining Free and Reduced Price School Meal and Free Milk Eligibility

To: STATE AGENCY DIRECTORS - Colorado ED, Colorado DH, Iowa, Kansas,
 (Special Nutrition Programs) Missouri ED, Missouri DH, Montana OPI,
 Montana DHES, Nebraska ED, North Dakota,
 South Dakota, Utah, Wyoming ED, and
 Wyoming DHSS

Periodically we are asked about the multiplication factor for converting weekly income to a monthly income figure when determining eligibility for free and reduced price meals and free milk. As you know, both the eligibility guidance and the application for free and reduced price meals and free milk indicate that the determining official or household should multiply weekly amounts by 4.33 to obtain monthly income. Nevertheless, some State Agencies and local entities (school food authorities, institutions, sponsors, etc.) are using a factor of 4.3. Although the number of households whose eligibility could be affected when weekly income is multiplied by 4.33 rather than 4.3 is small, we are concerned that uniform eligibility standards be maintained nationwide. Please reiterate to your local entities that they should use the 4.33 conversion factor when a weekly conversion to a monthly figure is necessary.

Please let us know if you have any questions on this issue.

for 
ANN C. HECTOR
Regional Director
Special Nutrition Programs